

RECORDS RETENTION AND DISPOSAL SCHEDULE

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DEPARTMENT OF HEALTH & MENTAL HYGIENE
OFFICE OF ELIGIBILITY SERVICES

This amendment changes the unit name from the OOEP Beneficiary Services Administration to the Office of Eligibility Services (OES).

Item	Description of Records Series	Authorized Retention Period & Instructions
	<p>Item 1 is renamed Eligibility Services – Executive Director's Office.</p> <p>Title of Item 2 is changed to Division of Eligibility Waiver Services (DEWS) / Primary Adult Care (PAC). (page 2).</p> <p>Item 2.3 is amended to read Medical Assistance Waiver / PAC Client Records.</p> <p>Item 3, Kidney Disease Program is transferred to schedule 2428 and deleted from this schedule.</p> <p>Item 4, Quality Control Unit, now includes QC files merged from Schedule 2327, Item 2 B which is hereby superseded.</p>	

APPROVED BY: (DHMH Official) DATE: **JAN 13 2009**AUTHORIZED BY: (STATE ARCHIVES) DATE: **13 May 09**SIGNATURE: 

CHERYL CAMILLO, DIRECTOR, OES

SIGNATURE: 

EDWARD C PAPENFUSE, JR., STATE ARCHIVIST